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NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE  
NO. 18-1-16

TRAINING  
12 April 1967

PROCEDURES FOR REQUESTING ATTENDANCE AT PROFESSIONAL MEETINGS

RESCISSION: NPIC NOTICE NO. 18-1-15, dated 11 October 1966

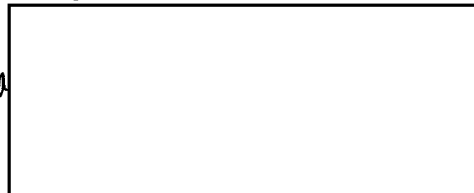
1. Effective immediately Agency Form 2504 (8-65), Request for Travel and/or Contact, will be used for all NPIC personnel anticipating attendance under Agency sponsorship at professional meetings, conventions, symposia, etc.

2. The Divisions/Staffs will complete fanfold Form 2504 as indicated below and forward to the Training Branch, Support Staff.

a. In addition to the normally required items on Form 2504, the following information will also be included.

- (1) Name and/or sponsor of professional meeting, etc.
- (2) Job titles of attendee(s).
- (3) Whether or not the attendee(s) is a member of the organization.
- (4) Locale of meeting [if local, transportation costs (mileage and parking fees for POV's and/or cab fares) are reimbursable items. Pooling of vehicles and/or cabs will be accomplished when practical].
- (5) Dates of meeting.
- (6) Amount of registration fee and any other information pertaining to registration.
- (7) Brief statement of justification and objectives.

3. Requests for attendance should be submitted to the Training Branch, Support Staff at least two weeks prior to the beginning date of such meetings.



Deputy Director

Distribution: No. 3

*Rescinded  
per NPIC email  
18-2, Hq. 26 Mar*

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GROUP 1  
Excluded from automatic  
downgrading and declassification